

1. Requesting Training Support.

a. BTSD works on a 20-week lock in period. It is in the customer's best interest to submit requests for training prior to the 20-week lock-in. Customers will submit requests for training via email to the BTSD Operations Office (Atztlis@wood.army.mil).

b. Use BTSD custom training request forms (at Appendix E-1) and follow instructions on special sequencing of lessons. Forms can also be downloaded from the BTSD Share Point site (<https://sp.wood.army.mil/sites/Manscen/DCLT/BTSD/RequestForms/default.aspx>).

c. Battle training and proponent integrated digital training events require locations to be scheduled in RFMSS by the school.

d. Recommendation that Classroom XXI facilities required to support multimedia instruction should be grouped and scheduled in 4-hour blocks at a minimum.

e. Priority for training will be IAW MANSCEN Command Training Guidance, which establishes Supporting the War on Terror and Initial Military Training (i.e. BOLC III) as the number one priority. Since no formal priorities were established by MANSCEN below that level, BTSD has established the list below as our priorities for scheduling at the 20-week prior lock-in. Customers will be notified of schedule conflicts and may be asked for alternate dates to conduct training.

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Simulation Training Events Priority

- (1) BOLC III
- (2) Combined Arms Exercises
- (3) Multi-proponent horizontal
- (4) Proponent vertical multi-course level
- (5) Proponent CCC only

(6) BNCOC

(7) ANCOC

(8) Others

(9) Others (non-simulation related use of facilities). Scheduling for this purpose is only under the provision that the facilities could be denied at any time up to four weeks prior to the event if they are required to support a changed or late initial simulation specific event for priorities 1-9 above.

Digital Training Events Priority

(1) BOLC III Common 28 hr FBCB2

(2) WOBC Common 28 hr FBCB2

(3) BNCOC Common 28 hr FBCB2

(4) ANCOC Common 40 hr MCS

(5) CCC Common 40 hr MCS

(6) WOAC Common 40 hr MCS

(7) BOLC III Integrated 12 hr FBCB2

(8) WOBC Integrated 12 hr FBCB2

(9) BNCOC Integrated 12 hr FBCB2

(10) ANCOC Integrated MCS

(11) CCC Integrated MCS

(12) WOAC Integrated MCS

Battle Training Events (Common Instruction) Priority

(1) BOLC III

(2) CCC

(3) Others

NOTE: Conflicts on the same level (i.e. BOLC to BOLC) will be resolved in favor of the class closest to graduation.

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f. Training requests that are less than 20 weeks out will be scheduled on a first come - first served basis. BTSD will schedule customers between weeks 19 and week 1 within its available resource capabilities.

g. Chief, BTSD, must approve emergency requests that are less than one week away.

h. BTSD will attempt to accommodate changes to requested training. Customers will submit change requests for training via email to the BTSD Operations Office (Atztlis@wood.army.mil) on approved forms contained in Appendix E-3. Any changes that cannot be resolved between the BTSD Operations Office and the requesting activity will be sent to the Chief, BTSD before denying the customer's request.

i. School schedulers will be given access privileges to review the Atztlis calendar. This will be the mechanism that the school will be able confirm requested training or updates. Individuals assigned to scheduling duties will request access via email to Atztlis@wood.army.mil.

j. Non-simulation related use of BTSD training facilities: Scheduling for this purpose is only under the provision that the facilities could be denied at any time up to four weeks prior to the event if they are required to support a changed or late initial simulation specific event.

k. All training (simulation, digital and common core) material change requests (i.e. training objectives, organization structure, resource requirements) must be coordinated through the proponent school's training development department for concurrence before submitting to BTSD Operations Office. The normal time line for product revision is 90 days; new product development will be determined on a case-by-case basis.

1. Training will be executed IAW the BTSD Master training schedule using approved training support products. Any deviations from training to include reduction in agreed upon resourcing level (training time, instructional personnel, systems, facilities) or cancellations will be approved IAW change request submitted by the School. If change request or deviation is initiated by BTSD, it will be prepared by the Division Chief and submitted through the Operations Office to the BTSD Department Chief who will submit it to the School for approval.

2. Utilization of BTSD Resources (TOC's, AAR rooms. and other furnishings and equipment)

a. Small Group Leader (SGL) or his representative will be responsible for BTSD facilities and equipment used by their class. Prior to the facilities being utilized a joint inspection will be made by the classes' Small Group Leader and the appropriate BTSD analyst utilizing inspection form (see appendix 9). Any damage to equipment, walls, furnishings, or other items located in the room will be noted. At conclusion of the training a second inspection will be conducted by the SGL and analyst. Any damage that occurred during use will be reported to the Chief SDTD or the Technical Director BTSD.

b. Food and beverages will not be allowed inside any lab, TOC, or AAR room. Tables and approved trash receptacles will be provided by the BTSD and placed outside TOCs, labs, or AAR rooms for use by personnel in training. When use of a facility is complete, training personnel will ensure that the facility is free of personal articles, class materials and trash. They will also be responsible for removing trash from the trash receptacles and moving it to trash bins located at the Southwest corner of Thurman Hall.

c. Equipment failures or furnishings found to be non-functional are to be reported immediately to the appropriate BTSD analyst or other responsible personnel. Defective equipment or furnishing will be replaced or reported to appropriate authorities for repair.

d. Missing equipment or furniture will be immediately reported to the appropriate analyst or other responsible BTSD personnel. Missing items will be report to the appropriate authority (building manager, military police, etc) for further action (i.e. Report of Survey, etc.).

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e. All facilities must be secured when not in use.

f. The BTSD will not be responsible for loss of personal items or class materials.

g. Users are required to provide their own copy and printer paper for simulation exercises requiring the generation of large numbers of paper copies.

3. Student Training Material Replication and Distribution. The student training materials (i.e. advanced sheets, PowerPoint slides, self taught lessons, Interactive Multi-media Instruction lessons, and other required reference materials) needed to support BTSD provided blocks of instruction will be placed in folders accessible by the schools on BTSD Share Point folder (https://sp.wood.army.mil/sites/Manscen/DCLT/BTSD/Student_materials/default.aspx). The Schools can copy the data from the folder correlating to the course and burn the information with their materials onto CDs to present to the students. The School SGL/I will distribute the CDs to the students prior to instruction.

4. BTSD Training Execution.

a. Students and Instructors will conduct themselves in a professional manner.

b. SGL/SGI's will accompany their students to all digital training. The SGL's/SGI's will assist the BTSD instructor for all operator training and will be the primary instructor for all integrated digital training.

c. BTSD personnel will be the lead or primary instructor for all basic operator and instructor training courses conducted within the BTSD.

d. For integrated and other non-POI digital instruction, BTSD personnel will assist the designated primary instructor.

e. The SGL and the class instructor (customer) are the trainers for all Simulation and proponent integrated digital instruction. They and they alone are

responsible for assigning student roles and directing student activity during a training event. As such, they must be present though out all exercises. The primary responsibility of the customer to BTSD is to provide detailed requirement information to the appropriate BTSD analyst as detailed in items below:

(1) Organization and capabilities of all units in the exercise, including OPFOR. Information on the blue force should be sufficiently specific to allow for the determination of the number of workstations, simulation technicians and other resources required to support training.

(2) Location and deployment of blue force units on the battlefield, as well as, specific information on the type, number, and placement of obstacles, and other structures.

(3) Location and placement of OPFOR on the battle field, as required, to meet specific training objectives.

(4) Terrain requirements - Desert, general European, specific terrain, urban, city, etc.

(5) All operational graphics for exercise.

(6) If appropriate, script activities for OPFOR.

(7) Number of TOCs to support student and instructor staff.

(8) Communication requirements to include number of communication devices and frequencies for each.

(9) Times and dates of exercise.

(10) Identification of other requirements necessary to support the exercise. This may include: AAR capability, mobile workstations, information systems support (internet access, telephone service, email, print capability, etc.), and misc. administrative support (copier support, etc.).

5. Training Development Support.

BTSD Information Technology Branch Support. Work orders will be submitted to the IT department to accomplish requested services to proponent digital training systems. Initial troubleshooting and corrective actions can be performed by the BTSD Digital Assistant Instructors supporting proponent integrated instruction. The work order should be sent to email address atztlssc@wood.army.mil .

a. TD Process for Development of Proponent Integrated Digital Instruction

- (1) BTSD will establish a Matrix Training Development Team for the product. At a minimum the matrix team will be comprised of School POI Manager, School SGL/I, BTSD training developer, and BTSD Analyst.
- (2) Matrix team will analyze critical tasks trained for digital implication by course.
- (3) School will prioritize tasks for product development.
- (4) School will determine if it wants to effect (develop/revise) more than 12 hrs academic for FBCB2.
- (5) School will determine amount of existing academic time that the courses want to convert for MCS integrated instruction.
- (6) The School SGL and BTSD Training developer will evaluate level of integration needed and impact on lesson plans or student guides by task in priority order.
- (7) Outline construction of PEs (i.e. scenario, id. Products/output from students) (SGL/SGI SMEs).
- (8) BTSD Training developer will develop/revise PE & Exams.
- (9) School SGL/SGI SMEs will review BTSD products for tactical and technical accuracy.
- (10) School POI Manager will review products for TRADOC Reg 350-70 compliance; input products in to ASAT.
- (11) School POI Manager will validate materials and SGL & BTSD TD will assist.
- (12) School POI Manager will gain Commandant/DOT approval and maintain audit trail.

b. TD Process for Development of Simulation Supported Instruction

- (1) BTSD will maintain copies of the Schools' current programs of instruction (POI) and supporting lesson plans on file for simulation supported instruction. Supported lessons are those that either direct execution of a simulation practical exercise or are a lesson plan that alone covers simulation exercise or train-

up. Present events are summarized in the Simulation Exercise Smartbook at Appendix E-4.

(2) BTSD will determine how the schools have their simulation exercises documented in their POIs and provide recommendations for revisions, if required.

(3) BTSD will try to standardize documentation amongst all participating schools, or at a minimum will try to standardize documentation within each school's courses. Aside from creating a lesson plan with practical exercises that outline the event execution or stand alone lesson plan, BTSD needs to package all other required support documents, information (i.e. OPORDs, Scenario, graphics, Maps [digital & analog], MEL, Game database set-up threat and friendly).

(4) This standardize package will be developed or revised as a matrix work group containing the Schools POI manager (TDer), Course Manager or Lead SGL, BTSD Training and Integration Specialist and BT&SD Simulation Analysts. Additionally the SME assets of the BT Division will be utilized in the development and review process as well. Time estimate for development or revision will be based on the TD2 estimated time values based on instructional hours affected. The Schools will establish the product development priority by course, by event as there is only one Simulation Analyst per school to work all their efforts. The Simulation Analyst will be able to support these training development functions an estimated 500 man-hours per year.

(5) School training development activities (POI Managers) input required information into ASAT software and present the completed packages to their DOTs for approval.

(6) Revisions to approved products are managed the same as all the other training products by the school. Still, analyst TD effort would be prioritized by school and require support by matrix TD work group.